




Office of the City Manager

CONSENT CALENDAR
November 6, 2007

To:  Honorable Mayor and Members of the City Council

From:  Phil Kamlarz, City Manager

Submitted by: Pamyla Means, Director, City Clerk Department

Subject: Commission Chair and Vice Chair Training

RECOMMENDATION

Adopt a Resolution amending Resolution No. 60,531-N.S. relating to commission chair and vice chair training to allow commission officers to complete the required training via online video.

FISCAL IMPACTS OF RECOMMENDATION

One time costs of approximately \$1500 (budget code 010-2002-410-30.38) and 30 hours staff time to produce a training video with Berkeley Community Media that can be used for several years. Creating this video will save approximately 40 hours of staff time that would be dedicated to each in person training held by the city.

CURRENT SITUATION AND ITS EFFECTS

Since 2003, the City has offered the training classes to commission officers via an online video, and by providing VHS tapes and DVDs that can be viewed at home or in the Clerk Department public room.

This method has been very successful in providing the required training to commissioners in a convenient manner that does not require the production of large volumes of printed materials and staff time.

In order to ensure that commissioners complete the training as required, minor amendments must be made to Resolution No. 60,531-N.S. relative to attendance at training and the deadline for completing the training.

BACKGROUND

The language contained in Resolution No. 60,531-N.S. requires commission chairs and vice chairs to "attend mandatory annual training" and imposes sanctions for not completing the training. The Resolution states that the "position as an officer of the commission shall be forfeited immediately following the last training scheduled that year." The amended language would set a deadline of "no later than 60 calendar days from the date of election as chairperson or vice chairperson" for the training to be completed.

The City Clerk Department will produce an updated video for this training.

CONTACT PERSON

Pamyla Means, City Clerk, 981-6900

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

AMENDING RESOLUTION NO. 60,531-N.S. RELATING TO MANDATORY TRAINING FOR CHAIRPERSONS AND VICE CHAIRPERSONS OF CITIZEN BOARDS AND COMMISSIONS

WHEREAS, Resolution No. 60,531-N.S. was adopted on May 9, 2000 by the City Council; and

WHEREAS, Resolution No. 60,531-N.S. requires all chairpersons and vice chairpersons of citizen boards and commissions to attend mandatory annual training; and

WHEREAS, completion of the required training by watching a comprehensive video is an acceptable, convenient, and beneficial method for meeting the training requirement.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Section 2 of Resolution No. 60,531-N.S. is hereby amended as follows:(amended language appears in *italics*):

Section 2. Mandatory Annual Training for Officers

Chairpersons and vice chairpersons are required to attend mandatory annual training on: a) the parliamentary procedure of conducting and presiding over meetings according to the Brown Act and City policy; b) the role of the commission and its organization; and c) the commission's relationship to the City Council, the City Manager, the secretary, other commissions, outside agencies, and the general public.

In the event the officer(s) of the commission fails to attend a training session, her/his position as an officer of the commission shall be forfeited immediately following the last training session scheduled that year. Several training workshop sessions shall be provided each year in order to accommodate everyone's schedule.

In lieu of attending an in-person training, the chairperson or vice chairperson may view, in its entirety, a training video obtained from the City Clerk Department or the training video for this purpose posted on the City Clerk web site.

Upon completion, the chairperson or vice chairperson must file with the City Clerk an Affirmation of Completion.

The training video must be viewed and the Affirmation of Completion must be filed with the City Clerk no later than 60 calendar days from the date of election as chairperson or vice chairperson. Failure to complete the video training and file the Affirmation of Completion within 60 days of election will result in the immediate forfeiture of the position of chairperson or vice chairperson.

